

# Cawthorne Children's Centre

## Reducing Sessions Request Form



Name of Child	
Date	

I would like to **reduce** the amount of sessions accessed to:

Monday	Tuesday	Wednesday	Thursday	Friday
AM 7.30 – 1.00	AM 7.30 – 1.00	AM 7.30 – 1.00	AM 7.30 – 1.00	AM 7.30 – 1.00
PM 1.00 – 6.00	PM 1.00 – 6.00	PM 1.00 – 6.00	PM 1.00 – 6.00	PM 1.00 – 6.00
Full Day	Full Day	Full Day	Full Day	Full Day
AM Pre-school 9.05 – 11.35	AM Pre-school 9.05 – 11.35	AM Pre-school 9.05 – 11.35	AM Pre-school 9.05 – 11.35	AM Pre-school 9.05 – 11.35
PM Pre-school 12.55 – 3.25	PM Pre-school 12.55 – 3.25	PM Pre-school 12.55 – 3.25	PM Pre-school 12.55 – 3.25	PM Pre-school 12.55 – 3.25

Please circle the required sessions

I would like to **change** my session from:

<input type="checkbox"/>	Day Care to Pre-School
<input type="checkbox"/>	Pre-School to Day Care

I understand that 4 weeks notice is required to change sessions and 12 weeks notice to change from Day Care to Pre-School.

I would like the following changes to be effective from:

Any additional information:

Signed: \_\_\_\_\_

Office Use:

Date Received:

**Please hand this form into the Office. Thank You**